

# Gender Parity Guidelines when organising an event

## Start planning early and inform co-organizers of gender diversity commitment

- Make commitment: i.e. no single-gender panel discussion or pictures featured in communication items.
- Be conscious of social norms often preventing women from accepting speaking invitations (time of the event, care duties, “impostor syndrome”).
- Consult databases: [Lights on Women](#), [Women in Energy Expert Platform](#), [Clean Energy Council](#), or LinkedIn. Ask other speakers, look at past conferences and consult Gender Focal Point of relevant institutions.
- If a woman rejects the invitation, ask why and make an effort to address the reasons. Replace with another women.
- Make sure the facilitator is gender-sensitive and avoids (gender) stereotyping.
- Commit to diverse panel compositions that reflect a broad spectrum of social identities (gender, age, seniority etc.).
- If you could not avoid to organise a single-gender panel: Call it out – make statement about benefits of and commitment to gender diversity, actively encourage women to ask questions, and/or add an empty chair to the panel.



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Expert women can  
be found!  
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# Gender Parity Guidelines when organising an event

## Gender-segregated roles

- Avoid limiting either gender to purely facilitator/moderator functions.
- Track the time and ensure equal participation.

## Address barriers to women participation

- Consider the timing of the event.
- If possible, invite more than one women.
- Provide comprehensive information about what their contribution shall include. Offer the possibility for a preparation meeting to give speakers more confidence.

## Communication items

- Use gender-inclusive and gender-neutral language in event documents.
- Avoid single-gender pictures.
- Collect statements from both genders made during the event.
- Communicate ECS gender commitments and actively raise awareness in external parties we work with. Include a reference to our gender-balanced approach in your message requesting for speaker participation where possible.

## Standard language on gender diversity commitment

*"The Energy Community Secretariat strives for a balanced representation of women and men at all events, acknowledging that the inclusion of all genders is crucial for fostering successful and innovative discussions."*

*"As part of the Energy Community's commitment to gender equality and our membership at the International Gender Champions, the Secretariat strives for a balanced representation of both women and men at all events and that no gender is restricted to a moderating or facilitating role. The visibility and inclusion of all genders are crucial for fostering successful and innovative discussions."*